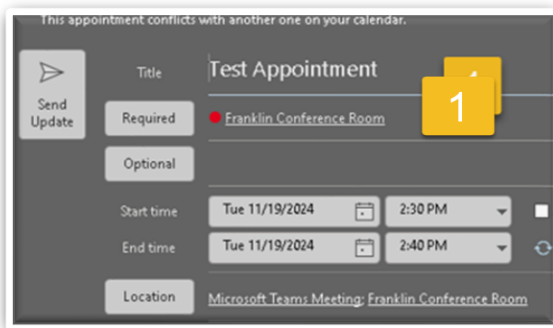


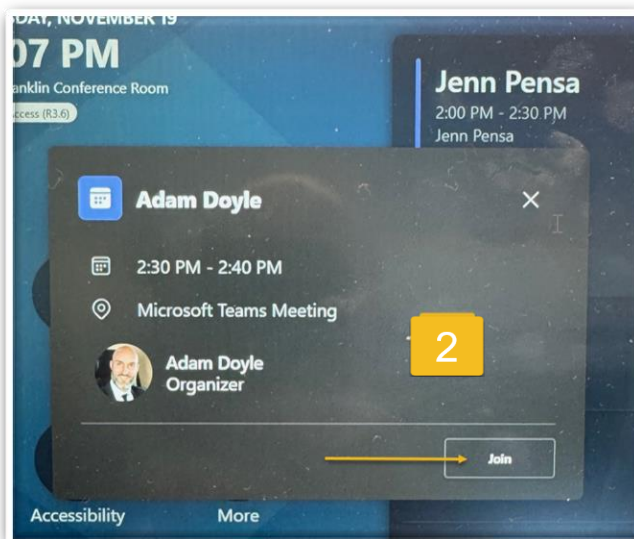
Invite the name of the conference room to your Meeting in Outlook (SEE FIG 1.A for list of conf rooms)



1.A

Name	Location
<input checked="" type="checkbox"/> Centre Conference Room	Headquarters
<input type="checkbox"/> Franklin Conference Room	Headquarters
<input type="checkbox"/> Logan Conference Room	Headquarters
<input type="checkbox"/> Neatboard	Headquarters
<input type="checkbox"/> Rittenhouse Training Room	Headquarters
<input type="checkbox"/> Washington Conference Room	Headquarters

Use the touch screen to select your meeting from the list and click “Join”



Connect to Teams Meeting on your Laptop choose “room audio” – select the room you are in from the list & lastly click “Share” to show content

